

ADDENDUM NUMBER 1
Southern University
Inquiries & Responses
Vending Operations Request for Proposal (RFP)
RFP # 50016-10320

1. Is the University looking for a sole vendor to supply all vending machine operations?
ANS: *SU seeks to conduct business with a vendor or vendors that can demonstrate experience in Snack and/or other vending service operations and management, preferably in the higher education arena. Please see 2.1 Scope of Work/Services.*

2. Page 10 Proposer must indicate a minimum guaranteed annual amount proposed to the University. Please clarify if you all seek an annual payment or a commission on sales. A flat rate or a commission rate?
ANS: *Please see Section 2.11 a.)*

3. What is the procedure to have card readers except University ID card? What company do you currently use? Will it be a problem if our machines are cashless this would be safer, fewer problems, and better financial accountability. We have chosen to use smart machines to minimize the need to deal with refunds. If items don't cards are not charged.
ANS: *Please see Section 2.10.1 last sentence. The university currently uses TouchNet for ID system, but that is subject to change.*

4. Page 20 item 1.35.3 Please explain the meaning of the section.
ANS: *If the Legislature does not appropriate enough funds to the university to operate or reduces funds so significantly that it affects business operations, continuation of this contract shall automatically terminate July 1 of the year funds were not appropriated.*

5. Page 28 item i. Please explain.
ANS: *For vendors interested in providing Snack and Beverage at SUNO and SUSLA, all beverages must be Coca-Cola products.*

6. Please explain the term gross sales. Are you saying example we purchase an item for 2.00 and sell it for 4.00 the fee is calculated on the 4.00 or the 2.00? Is this section to mean gross profit?
ANS: *See page 29 d.)*

7. I am confused about payment please clarify if the contractor has a choice of monthly lease payments or an agreed commission amount.
ANS: *Please see Section 2.11 a.)*

8. Please elaborate on item J page 29.
ANS: *For example, vendors in the past offered scholarships for a specific amount; a one-time payment or an amount for each year of the contract*

9. Page 41 Please explain the Mandatory Response Form. Does the contractor have a choice of commission or lease?
ANS: Please see page 8, 1.5 A and ATTACHMENT D regarding Mandatory Response Form. Please see Section 2.11 a.) as the figures submitted are at the discretion of the Proposer.
10. Page 45 Please explain Reserved Points and what is expected.
ANS: Please see attachment F. Up to 5 additional points are reserved as bonus for Proposers who qualify as Hudson & Veterans Initiatives under State of LA guidelines. You may google La Hudson & Veteran Initiatives for additional information.
11. Page 46 number 4 please explain.
ANS: All prices submitted by Proposer must be complete and inclusive of any additional cost like shipping, taxes, etc. relating to products and services offered/proposed.
12. Page 46 Bid Forms where do we find these forms?
ANS: Attachment D is the "bid form" for this RFP
13. What is the current enrollment for each individual campus?
ANS: SUBR- 6000; SUNO-2500; SUSLA- 3000; SU Law School- 800
14. Who is the current vendor for each individual campus?
ANS: FiveStar Food Service is the vendor for each campus.
15. What were the sales for year 2022 and 2023 for each individual campus?
**ANS: 2023: SUBR-\$208,600; SUNO-\$56,800; SUSLA-\$35,500.
2022: Not available.**
16. What is your current commission and or MAG for each individual campus?
ANS: SUBR- 27%-33%; SUNO-27%-33%; SUSLA-27%-33%.
17. Does your current card system for students use Blackboard?
ANS: No. The university currently uses TouchNet for ID system, but that is subject to change.
18. **Note:** Bonds submitted in form of Cashier's Check (original) may be mailed or delivered to the Purchasing Department, if you upload your proposal. However, you are required to upload a copy of the check with the proposal.